



## Process for requesting HTSOS training for a Traveler

As of 01/01/2019

If a traveler is visiting a country that requires the U.S. Department of State mandated High-Threat Security Overseas (HTSOS) Training, please use the following as your guide:

1. Send an email to Debbie Warner [DLWarner@lbl.gov](mailto:DLWarner@lbl.gov) with the following information:
  - a. **Subject:** HTSOS Training Required: Traveler Name
  - b. **Email Body:** Travelers name, employee ID number, country to be visited, departure date, project ID/activity, LBNL Trip number, Division name, Division Director's name and the travelers position/job title.
2. Travel Service will complete the Department of State SF-182 training form on your behalf.
3. Travel Service will notify travelers/arranger with next steps; please read entire email as content may vary based on location. Email will contain what additional actions/confirmations are needed by traveler/arranger.
4. Travel Service will obtain signature approvals required for the Department of State SF-182 form.
5. While signatures are being obtained, a Procurement Requisition needs to be submitted by the traveler or their administrative support person to have the charge of \$125.00 processed and paid to the Foreign Service Institute (FSI). On the procurement requisition, provide a note: *see Debbie Warner for HTSOS paperwork to be submitted with payment AND the travelers name needing the training.*
6. Once payment and signed SF-182 form is sent to FSI, Travel Services will notify travelers that within 1-2 business days, FSI will email their login credentials and instructions for completing HTSOS. Traveler will need to login within 1 week and change the temporary password. If the password is not changed, this will expire and the traveler will need to contact FSI directly to have this reset for them.
7. Traveler/arranger **must** notify Debbie Warner [DLWarner@lbl.gov](mailto:DLWarner@lbl.gov) once FSI has provided login credentials.
8. Traveler **MUST** complete course within 90 days of receiving login credentials. Failure to complete course will require traveler to register and pay HTSOS tuition fee again.
9. Once traveler has successfully completed HTSOS, please download Course Completion Certificate from the FSI website. Certificate must be sent to Debbie Warner [DLWarner@lbl.gov](mailto:DLWarner@lbl.gov). Travel Services will provide certificate to U.S. Embassy to complete approval process.

Trips **cannot** be submitted to DOE or the U.S. Embassy (Department of State) for the approval until HTSOS is successfully completed and certificate was received at the Embassy. HTSOS certificates are valid for 5 years and may be used for any HTSOS designated country where the traveler will **not** exceed 45 cumulative days in a calendar year.